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S-E-C-R-E-T

RID-58-825  
17 December 1958

MEMORANDUM FOR: Records Administration Officer

SUBJECT : Destruction of Extra Copies of CS Record Documents

1. The purpose of this memorandum is to bring to your attention a records management principle of long standing: the destruction of extra copies of record documents when such documents have been processed, action has been completed, and the documents are ready for permanent filing. This principle, when applied, serves the management of records by reducing the amount of papers accumulated and maintained, and eliminates the need for screening files upon retirement.

2. In view of the fact that all personnel are not records specialists; that Staffs and Divisions retain and maintain official CS files; and that there is a rapid turnover of personnel, it is desirable that the above principle be reasserted on occasion.

3. It has been RID policy to remove and destroy, when identified, the second, third, or more copies of a record document when such a document has been returned to RID for filing. It is to be pointed out, however, that duplicate copies of a record document may be used for filing in related files under cross-referencing procedures. When this is done the duplicate copy becomes a record copy to the file in which deposited; it does not become or replace the official CS record copy of the document.

4. Personnel of the Senior Staffs and Area Divisions not only may, but are encouraged to destroy duplicate copies of CS record documents when such documents are of primary concern to their respective Desk, when it is obvious that such document copies are in fact duplicates and are not needed, and when the record copy of the document is already filed or is to be filed in official files retained and maintained by the Desk, RID will remove and destroy extra copies of documents for which RID maintains the official file.

5. If, in the course of conducting a name check, the requester receives duplicate copies of a document from RID, this fact should be brought to the attention of RID for review and corrective action.

6. It would be appreciated if the above information should be brought to the attention of the personnel in your Office. Extra copies of this memorandum are available in limited quantities in RID for your convenience.

/s/

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Chief, RID

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